
3 Field Book

Instructions

Summary

CHAPTER THREE:

FIELD BOOK

Field books contain valuable information which details and describes the layout, elevations, and quantities of features and materials incorporated in a construction contract. As such, they are part of the official and legal record of the work done. Field notes are required to be kept so that sufficient documentation of original data becomes part of the permanent contract record. A guide to the preparation of field notes is found in Chapter 28 of the INDOT General Instructions to Field Employees.

INSTRUCTIONS

Some of the common mistakes in field note keeping may be eliminated by observing the following points:

- 1) The outside cover of the field book should always show the contract number, description number, book number, and the contents of the book.
- 2) The complete return address of the District should be written on the front flyleaf.
- 3) Each book is required to have an index. The first few pages should be reserved for this purpose. The index varies according to the contents of the book and revisions are added to the book as needed.
- 4) Information blocks are required to include, as a minimum, the date, weather, and personnel conducting the work.
- 5) A system of lettering which may be easily read and clearly understood is used. Small lettering should be avoided.
- 6) 3H pencils or leads that do not smear, should be used.
- 7) Information should always be recorded directly in the field book. Data should not be transcribed from scraps of paper.
- 8) A combination scale/protractor should be used.
- 9) Sketches with proportions should be carefully estimated. With practice, a scale and protractor should help to produce sketches that are of a higher quality.
- 10) Details on sketches should be exaggerated.
- 11) Sketches with tabulated data should be lined up.
- 12) Left hand pages for tabulation of numerical data and right hand pages for sketches should be used.

- 13) Consideration should be given to what the person in the office needs to know and explanatory notes made so all data is clear.
- 14) Conventional symbols should be used.
- 15) A north arrow should be placed at either the top or left side of the page for all sketches shown and should not overpower the sketch.
- 16) Tabulated figures should be lined up with the column rulings and digits and decimal points placed in line vertically.
- 17) All measurements and rod readings should be checked to determine if they are reasonable.
- 18) All values should be repeated aloud before recording for verification.
- 19) A zero should be placed before all decimals if less than one.
- 20) The precision of measurements should be shown by recording significant zeros.
- 21) Computation checks should be made in the field and recorded immediately.
- 22) All closures and ratios of error should be recorded before leaving the field.
- 23) Recorded data should not be erased or written on top of. A line should be run through incorrect values and the correct value recorded near the incorrect value.
- 24) Diagonal lines from opposite corners should be drawn if a page is voided, and the word "VOID" written on the page. No information should be obscured.

SUMMARY

All field books should always contain the following data:

- 1) Title
- 2) Return address
- 3) Index
- 4) Information concerning dates, weather, and personnel who conducted the work

Entries should not be erased in the field books. If a mistake is made, the mistake should be neatly crossed out and the proper data rewritten. A clear, descriptive sketch with references to known land marks or control points should always be provided.